

ABSENCE APPROVAL
Governing Board Certification Instructions

State law A.R.S. §15-902.A.&B allows districts to apply to the Department of Education for absence approvals if the district's/charter's absences are higher than normal because of widespread illness, weather conditions, concerted refusal by students to attend class or threats of violence against school property, school personnel or students for any period of one day or more.

Governing Board Certification of Absence Approval Request(s): The Governing Board of a district/charter must certify all absence figures submitted to the Department of Education per A.S.R. §15-902.D. In order for the Governing Board of a District/Charter to fully comply with A.S.R. §15-902.D, the Department of Education is supplying you with a Governing Board Certification of Absence Approval Request(s) for the Board's convenience. The certification must be submitted with the absence approval request, or the requests will be returned without consideration. Only one certification is required for all absence approvals requested by a district/charter.

- Line 1: County in which the district/charter is located
- Line 2: Total absence days divided by total membership days*
- Line 3: Total number of days for which absence approval is requested
- Line 4: Name of the individual authorized by the board to sign the resolution
- Line 5: Name of the district/charter
- Line 6: Location of the board meeting at which the certification was approved
- Line 7: Date of the board meeting
- Line 8: Date signed
- Line 9: Signature. Please indicate name of signer and title below line 9.

If this figure is greater than 5.66% for an elementary (KG-8) or unified (KG-12) district/charter or greater than 7.83% for a district/charter who are high school only. This district/charter is in an adjusted status due to excess absences and will be adjusted by a 6% adjustment factor for elementary or unified district/charter or 8.5% adjustment factor for a district/charter who are high school only. This percentage shows if district/charter school is adjusted and eligible to apply for Absence Approvals.